

MONTANA SHARED CATALOG PATRON REGISTRATION

Follow the Post Office address recommendations, which include the following:

- 1) Enter data in ALL CAPS.
- 2) Do not use punctuation.
- 3) Exceptions to the above are:
 - a hyphen in full (+4 digits) zip codes (59803-4799)
 - a comma between patron's last name and first name (SMITH, JOHN)
 - Use address abbreviations wherever possible (AVE ST LN DR RD)

WORKFLOWS PATRON REGISTRATION (data entry issues)

- *Always check through "User Display" to see if the user already has a card.*
- 1) Enter patron's name as follows: SMITH, DEBORAH L
(note: no period after middle initial)
 - 2) Tab through/ignore the "title" field.
 - 3) Alternate ID: 6-10 character ID determined by patron to access their iBistro account; may be used in lieu of library card number.
 - 4) Group ID: Phone number. Enter as (000)000-0000 with no spaces
 - 5) Address hints:
 - All mailing addresses (incl. PO BOXES) go in address 1.
 - If patron has a mailing address that is different from their physical address, use address 2 for the physical address. Address 2 might also be used for a permanent out-of-state address, if patron has a temporary in-state address.
 - Include apartment/suite numbers on same line as the street address. Too many lines in the address can tamper with the alignment of printing on overdue notices.

Here are two examples of registration data entry:

JOHNSON, ROBERT E	ROGERS, DAWN
PO BOX 2156	530 S 14 TH ST W
MISSOULA MT	MISSOULA MT
59808-2156	59801

ROBBIE678@YAHOO.COM

(pay attention to case sensitivity
in email addresses)

- 6) Staff initials: enter in department field (can track through reports)
- 7) Avoid using social security numbers

EMAIL NOTIFICATION:

- **Enter email address in address 1; watch for case sensitivity**
- **Enter E in NOTIFY_VIA field in extended info**
- **Email notices are sent from the following address:**
sirsi@mt.gov